

3 - HEALTHCARE COMMON PROCEDURE CODING SYSTEM (HCPCS)

Introduction

The Healthcare Common Procedure Coding System (HCPCS) was developed to satisfy the Medicare and Medicaid programs' operational needs and to replace various fragmented procedure coding systems with a single national coding system. Physicians/suppliers communicate the services/supplies they provide by using HCPCS codes and modifiers. The HCPCS subsystem in BESS enables you to access the HCPCS Master File and a variety of reports.

HCPCS is divided into the following three levels of procedures/modifiers:

- **Level I** This level is copy written by the American Medical Association and contains CPT-4 procedures and modifiers that represent physician services, which are provided to CMS annually. CMS appends relative Medicare administrative and pricing information.
- **Level II** This level designates the combined work of CMS, the Health Insurance Association of America (HIAA), the American Dental Association (ADA) and the Blue Cross/Blue Shield Association (BCBSA). Level II represents supplies and services not contained in Level I. Level II codes are five-character alphanumeric codes beginning with A-V. Level II D codes are maintained by the ADA. Modifier codes are two-character alphanumeric codes beginning with A-V and include YY and ZZ. CMS appends relative Medicare administrative and pricing information.
- **Level III** This level, also known as "local codes," is unique to each Medicare Part B carrier or unique to all four of the DMERCs. Level III procedure codes are five-character alphanumeric codes beginning with W, X, Y, or Z.

The HCPCS file is provided annually to carriers, Fiscal Intermediaries (FIs), Medicaid State agencies, and other organizations.

The HCPCS Master File is updated on a flow basis and contains the most current information available for a procedure or modifier code.

```
-----B E S S-----
OPTION ==> 2

*****
          PRIMARY OPTION MENU
*****

      Enables you to access five major Part B subsystems and several options

1 PHYSICIAN/SUPPLIER DATA      - Part B Carrier Data
2 HCPCS SYSTEM                  - Healthcare Common Procedure Coding System
3 FOCUSED MEDICAL REVIEW        - Carrier Performance Monitoring
4 PART B CARRIERS                - Names, Numbers and Locality Designations
5 DIAGNOSES SUMMARIES           - Diagnoses Statistics
6 BESS GLOSSARY                 - BESS Data Element Definitions
7 PERSONNEL DIRECTORY           - Names, Numbers of BESS Personnel
8 SYSTEM INFO                   - Program Function Key Usage
9 SAME DAY BILLINGS (5%)        - Physician Billing Patterns (5% Sample)
L LIMITATIONS                   - Limitations panel
T TUTORIAL                      - Help with using BESS
X EXIT                          - End

F1 : Help      F3 : Exit
```

Using the Primary Option Menu Screen

OPTION ==> Specifies the subsystem you want to access.

To access the HCPCS subsystem,

Type **2**
Press **Enter**

and the system displays the *HCPCS Primary Menu Screen* with the cursor positioned at the **OPTION ==>** prompt.

Printing Manuals in the HCPCS Subsystem

This section discusses the procedures you can use to access six types of code manuals for printing in the HCPCS subsystem. When accessed, each option will position you at the BESS Output Options Screen; instructions for using the BESS Output Options screen are available at the end of the HCPCS subsystem section.

```
-----B E S S-----
OPTION ==> 1

*****
*                *
*      HCPCS      *
*    PRIMARY MENU  *
*                *
*****

1 PRINT MANUALS      - Levels I, II or III
2 HCPCS MASTER       - Access to
3 REPORTS            - Menu of Miscellaneous HCPCS Reports

F1: Help              F3: Exit
```

Using the HCPCS Primary Menu Screen

OPTION ==> Specifies the option you want to access.

To access the Print Manuals option,

Type **I**
Press **Enter**

and the system displays the *HCPCS Print Manuals Screen* with the cursor positioned at the **OPTION ==>** prompt.

| | |
|-------------------|--|
| -----B E S S----- | |
| OPTION ==> | |
| | ----- |
| | - HCPCS - |
| | - PRINT MANUALS - |
| | ----- |
| 1 | Complete Manual (AMA CPT-4 and HCPC) With Long Descriptions |
| 2 | AMA CPT-4 Manual With Long Descriptions |
| 3 | Alpha Numeric Codes Manual With Long Descriptions |
| 4 | Code Ranges Entered by the User (CPT-4/HCPC only) With Long Descriptions |
| 5 | AMA CPT-4 and Alpha-Numeric Short Descriptions |
| F1: Help | F3: Exit |

Using the HCPCS Print Manuals Screen

Option 1 contains the complete HCPCS manual including the AMA CPT-4 and HCPC codes with the corresponding long descriptions and administrative instructions.

Option 2 contains the AMA CPT-4 manual including the AMA CPT-4 codes and the corresponding long descriptions and administrative instructions.

Option 3 contains the Alpha-Numeric manual including the alpha-numeric codes and the corresponding long descriptions and administrative instructions.

Option 4 enables you to extract a range of CPT-4/HCPC codes and the corresponding long descriptions and administrative instructions.

Option 5 contains the short descriptions of the AMA CPT-4 and alpha-numeric codes.

Retrieving HCPCS in the HCPCS Master File

This section discusses how you can access the HCPCS Master File to view individual Level I, II, or III codes and carrier local procedure code and modifier descriptions.

```
-----B E S S-----
OPTION ==> 1

*****
*                HCPCS                *
*          PRIMARY MENU          *
*****

1 PRINT MANUALS          - Levels I, II or III
2 HCPCS MASTER           - Access to
3 REPORTS                - Menu of Miscellaneous HCPCS Reports

F1: Help                F3: Exit
```

Using the HCPCS Primary Menu Screen

OPTION ==> Specifies the option you want to access.

To access the HCPCS Master option,

Type **2**
Press **Enter**

and the system displays the *HCPCS Master File Screen* with the cursor positioned at the **OPTION ==>** prompt.

```
-----B E S S-----
OPTION ==> 1

          -----
          -          HCPCS          -
          -    MASTER FILE    -
          *****

1  RETRIEVE HCPCS      - View Individual Codes (Levels I, II, or III)
2  STRING SEARCH      - Search Procedure or Modifier Descriptions

F1: Help              F3: Exit
```

Using the HCPCS Master File Screen

OPTION ==> Specifies the option you want to access.

To access the RETRIEVE HCPCS option,

Type **I**
Press **Enter**

and the system displays the *Retrieving HCPCS Screen* with the cursor positioned at the **OPTION ==>** prompt.

```
-----H C P C S-----

OPTION ===>
RETRIEVE AND DISPLAY PROCEDURE CODE INFORMATION
*****

ENTER 5-DIGIT PROCEDURE CODE OR TWO-DIGIT MODIFIER:

ENTER 5-DIGIT CARRIER NUMBER IF SELECTING A LOCAL CODE:

F1: HELP          F3: EXIT
```

Using the Retrieving HCPCS Screen

This screen enables you to select a procedure code or modifier; if the procedure code or modifier you select is a local code, you must also provide a carrier number.

To select a procedure code or modifier, type the code of your choice at the **Procedure code or modifier** prompt.

The example uses procedure code **66984**.

Type **66984**

Press **Tab** to the **Carrier number** prompt. Since 66984 is not a local procedure code, this prompt remains blank.

Press **Enter**

and the system displays the first screen of your requested data.

Note: On the *HCPCS Master File* Screen, Option 1 requires you to enter a procedure code or modifier. Options 2 and 3 require you to enter a carrier number.

| | | |
|---|--------------------------|---------------------------------|
| -----B E S S----- | | ROW 1 TO 15 OF 21 |
| COMMAND ==> | | |
| PF KEYS | | |
| PF1 - HELP | PF7 - UP | PROCEDURE CODE ENTERED: 66984 |
| PF3 - END | PF8 - DOWN | STATUS: ACTIVE |
| | | CARRIER: NATIONAL CPT-4 |
| ***** | | |
| ACTION CODE: S | EFFECTIVE DATE: 01/01/03 | LAST MAINTENANCE DATE: 09/17/02 |
| DATE CODE ADDED: 01/01/85 | TERMINATION DATE: / / | |
| EXTRACAPSULAR CATARACT REMOVAL WITH INSERTION OF INTRAOCULAR LENS PROSTHESIS (ONE STAGE PROCEDURE), MANUAL OR MECHANICAL TECHNIQUE (EG, IRRIGATION AND ASPIRATION OR PHACOEMULSIFICATION) | | |
| SHORT DESCRIPTION: Cataract surg w/iol, 1 stage | | |
| -----ADMINISTRATIVE INSTRUCTIONS----- | | |
| COVERAGE: D | STATUTE: | |
| ---- MORE ---- | | |

Using the HCPCS Data Screen

After you submit your selection criteria, the system displays the first screen of your requested data.

Remember to use the function keys when you browse data interactively; press **F8** to scroll downward, press **F7** to scroll upward, press **F1** to retrieve the help screen, and press **F3** to exit the screen.

Performing String Searches in the HCPCS Master File

This section discusses the string search option available within the HCPCS Master File. The string search option allows you to generate a list of HCPC codes by entering a partial description of three to twelve characters followed by an asterisk; you may also limit the range of the string search.

| | | |
|-------------------|----------------|--|
| -----B E S S----- | | |
| OPTION ==> 2 | | |
| ----- | | |
| - | HCPCS | - |
| - | MASTER FILE | - |
| ----- | | |
| 1 | RETRIEVE HCPCS | - View Individual Codes (Levels I, II, or III) |
| 2 | STRING SEARCH | - Search Procedure or Modifier Descriptions |
| F1: Help | | F3: Exit |

Using the HCPCS Master File Screen

OPTION ==> Specifies the option you want to access.

To access the String Search option,

Type **2**
Press **Enter**

and the system displays the *String Selection Menu Screen* with the cursor positioned at the **STRING VALUE** prompt.

```

BESS -----H C P C S-----BESS
OPTION ===>

          -----
          -          STRING          -
          -    SELECTION MENU    -
          -----

ENTER STRING VALUE TO SEARCH ON:
(ENTER 3 to 12 CHARACTERS FOLLOWED BY AN ' * '):      gauze*

YOU MAY SELECT WHERE THE SEARCH IS TO BEGIN BY ENTERING ANY OF THE
FOLLOWING
OPTIONS:
0 = SEARCH ALL PROCEDURE/MODIFIER CODES
1 = SEARCH CPT-4 PROCEDURE/MODIFIER CODES ONLY
2 = SEARCH ALPHA NUMERIC PROCEDURE/MODIFIER CODES ONLY
3 = SEARCH CARRIER LOCAL PROCEDURE/MODIFIER CODES ONLY
4 = SEARCH ALL MODIFIER CODES
5 = SEARCH CARRIER LOCAL MODIFIER CODES ONLY

BEGIN SEARCH AT: 2

PRESS ENTER KEY TO ENTER DATA OR PF3 TO RETURN - PF1 HELP

```

Using the String Search Menu Screen

This screen enables you to enter a string value and select where the search for this value will begin.

To enter a string value, type three to twelve characters of description followed by an *.

The example uses *gauze**.

Type *gauze**

Press **Tab** to the **BEGIN SEARCH AT** prompt. The example uses **SEARCH ALPHA-NUMERIC PROCEDURE/MODIFIER CODES ONLY**, type **2** at the **SEARCH AT** prompt.

Press **Enter**

and the system displays the first screen of your requested data.

| | | |
|---|--------------|---------------------------------------|
| ----- COMMAND ===> | | -----ROW 1 TO 14 OF 86 |
| PF KEYS | | -----USER SELECTION CRITERIA----- |
| PF1 - HELP | PF7 - UP | STRING - GAUZE* |
| PF3 - END | PF8 - DOWN | SEARCH - ALPHA NUMERIC NATIONAL CODES |
| ***** | | |
| PROC | CARRIER | DESCRIPTION |
| CODE | NUM | ----- |
| A4200 | DISCONTINUED | |
| GAUZE PADS, MEDICATED OR NON-MEDICATED, EACH | | |
| A4202 | DISCONTINUED | |
| GAUZE, ELASTIC, ALL TYPES, PER ROLL | | |
| A4203 | DISCONTINUED | |
| GAUZE, NON-ELASTIC, PER ROLL | | |
| A6216 | | |
| GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE 16 SQ. IN. OR LESS, WITHOUT | | |
| A6217 | | |
| GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE MORE THAN 16 BUT LESS | | |
| A6218 | | |
| GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE MORE THAN 48 SQ. IN., WITHOUT | | |
| A6219 | | |
| GAUZE, NON-IMPREGNATED, PAD SIZE 16 SQ. IN. OR LESS, WITH ANY SIZE ADHESIVE | | |

Using the HCPCS Data Screen

After you submit your selection criteria, the system displays the first screen of your requested data. *Remember that only the first line of description and the corresponding code will be shown; as a result, the partial description you entered may not be displayed.*

Remember to use the function keys when browsing data interactively; press **F8** to scroll downward, press **F7** to scroll upward, press **F1** to retrieve the help screen, and press **F3** to exit the screen.

Printing Reports in the HCPCS Reports Option

This section discusses printing reports from the HCPCS Reports option. The HCPCS Reports option allows you to access and print a number of transaction reports, BETOS/TOS reports, ASC reports, and all anesthesia codes with the assigned Base Unit Value.

```
-----B E S S-----
OPTION ==> 3

*****
*                *
*      HCPCS      *
*    PRIMARY MENU  *
*                *
*****

1 PRINT MANUALS      - Levels I, II or III
2 HCPCS MASTER       - Access to
3 REPORTS            - Menu of Miscellaneous HCPCS Reports

F1: Help              F3: Exit
```

Using the HCPCS Primary Menu Screen

OPTION ==> Specifies the option you want to access.

To access the HCPCS Reports option,

Type 3
Press **Enter**

and the system displays the *HCPCS Reports Screen* with the cursor positioned at the **OPTION ==>** prompt.

```
-----B E S S-----
OPTION ==> 4

-          H C P C S          -
-          R E P O R T S      -
-          -          -

1  BETOS/TOS                  - CPT-4 and Alpha-Numeric Codes
2  ASC                        - Ambulatory Surgical Center Codes
3  AMA CPT-4 ANESTHESIA CODES - Shown with Base Value Unit
4  PRICING CATEGORIES         - Shown with Pricing Methodologies

F1: Help                      F3: Exit
```

Using the HCPCS Reports Screen

This screen enables you to select reports containing HCPCS subsystem data to be printed.

Option 1 allows you to select one of four BETOS/TOS reports from the *BETOS/TOS Reports Screen*.

Option 2 allows you to select one of three ASC reports from the *ASC Reports Screen*.

Option 3 produces a report of all anesthesia codes with the corresponding Base Value Unit.

Option 4 produces a report on HCPCS with pricing categories

The example uses *BETOS/TOS*.

Type **1**

Press **Enter**

and the system displays the *BETOS/TOS Reports Screen* with the cursor positioned at the **OPTION ===>** prompt.

| -----BESS----- | | |
|----------------|-----------------------------|---|
| OPTION ===> 2 | | |
| ----- | | |
| - | HCPCS BETOS / TOS | - |
| - | R E P O R T S | - |
| ----- | | |
| 1 | SHORT DESCRIPTION/TOS/BETOS | - All CPT-4 and Alpha-Numeric Codes |
| 2 | SHORT DESCRIPTION/TOS/BETOS | - All CPT-4 and Alpha-Numeric Codes for Added Codes Only |
| 3 | BETOS CATEGORY | - Procedure code within BETOS Category |
| 4 | BETOS CATEGORY (PUBLIC USE) | - Version for release outside CMS |
| F1: HELP | | F3: EXIT |

Using the BETOS/TOS Reports Screen

This screen enables you to select the type of BETOS/TOS report to be printed.

To select a BETOS/TOS report, type the chosen number at the **OPTION ===>** prompt.

The example uses *Short Description/TOS/BETOS, option 2*.

Type **2**

Press **Enter**

and the system displays the *Output Options Screen*.

```
-----BESS OUTPUT OPTIONS-----
OPTION ==>

ENTER CMS ACCOUNT NUMBER (11 POSITIONS) ==>

TO PRINT A REPORT, ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW:

1. HIGH SPEED PRINTER (2-DIGIT ID) ==>
2. XEROX PRINTER BINDING CODE ==>
   BN = BOUND  NB = UNBOUND  WH = UNBOUND WITH HOLES

   ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

3. LOCAL OR PC PRINTER (8-POSITION ID) ==>

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4:

4. CREATE A FILE FOR DOWNLOAD (Y) ==>

F1: Help      F3: Exit
```

Using the Output Options Screen

This screen explains the procedure for printing a report and creating a file for download. Please note that any file you create for download is saved at the CMS Data Center (HDC) for 24 hours only. As a BESS user, you can send *any* report *anywhere* at *any time*, but note the explanations below for each print option.

ENTER CMS ACCOUNT NUMBER (11 POSITIONS):

The HDC requires that you *must* enter a valid account number or the account number you used to login to TSO.

TO PRINT A REPORT ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW

1. HIGH SPEED PRINTER (TWO-DIGIT ID) ===>

(This option specifies the ID used for remote printers and is used almost exclusively by the CMS Central and Regional Offices.)

2. XEROX PRINTER BINDING CODE ===>

BN = BOUND ND = UNBOUND WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ===> 1

*(This option applies to CMS Central Office **only**.)*

3. LOCAL OR PC PRINTER (EIGHT-POSITION ID) ===>

(This option enables you to generate reports at a local or your individual printer.)

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4

4. CREATE A FILE FOR DOWNLOAD (Y) ===>

Enter Y for Yes and this option creates a mirror-image of the hard copy. It is your responsibility to transfer this file to your PC. Remember that the file is housed at the HDC for 24 hours only.

After choosing the printer you wish to use and typing ***your input***, press **Enter**

and the system will display the ***** Screen**.

| |
|---|
| JOB XXXXHCPC(JOBXXXXX) SUBMITTED *** |
|---|

This message indicates that your requested hard copy report has been successfully submitted; press **Enter** when the ******* prompt appears.